

C.A. FREDD TECH

GENERAL CATALOG



TUSCALOOSA, ALABAMA

C. A. FREDD STATE TECHNICAL COLLEGE

3401 32nd Avenue
Tuscaloosa, Alabama

A STATE SUPPORTED INSTITUTION

Accredited by the
Alabama State Board of Education and
Southern Association of Colleges and Schools

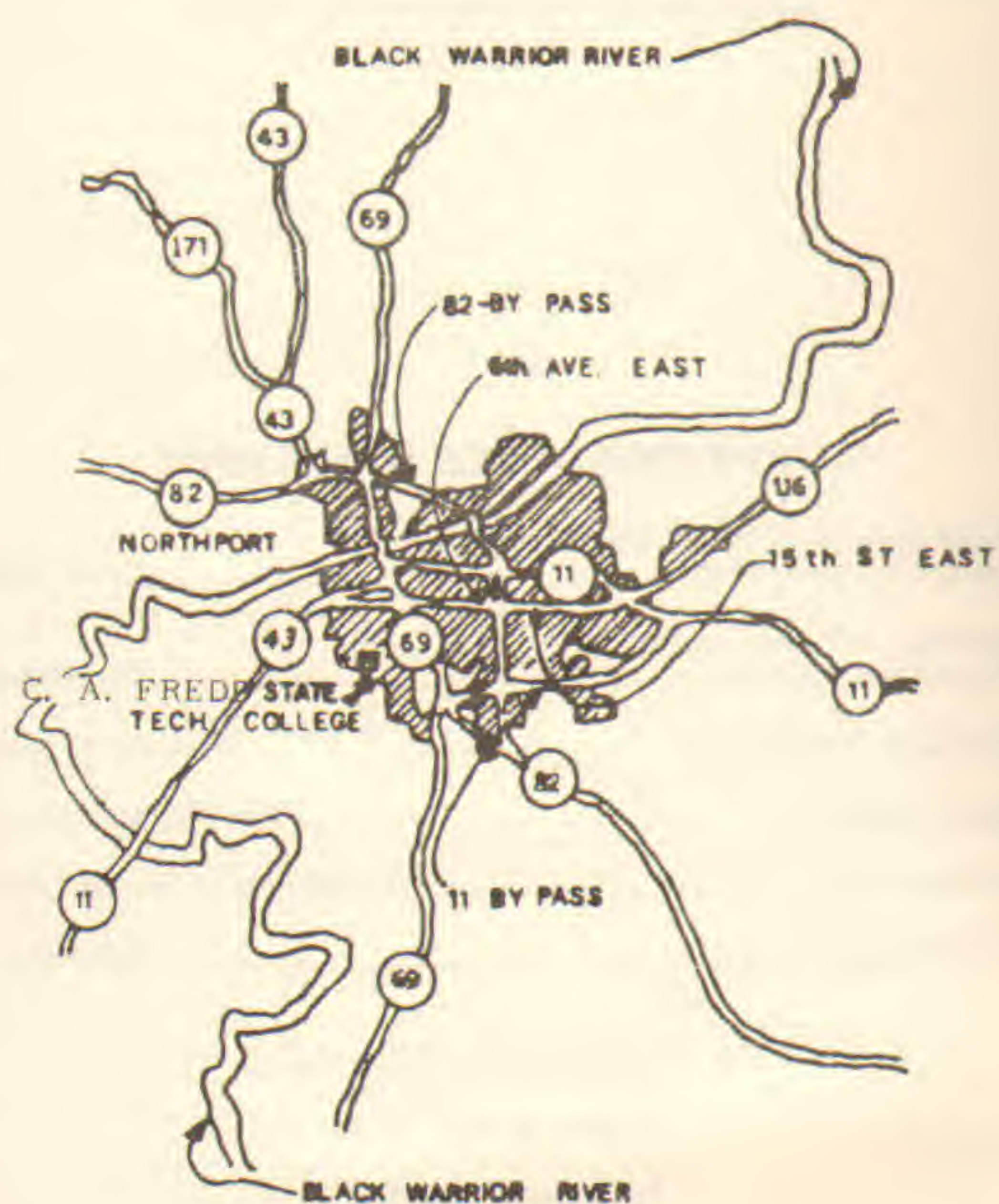
C. A. Fredd State Technical College reserves the right to
make changes in the offerings and regulations announced in this
publication as circumstances may require.

CORRESPONDENCE DIRECTORY

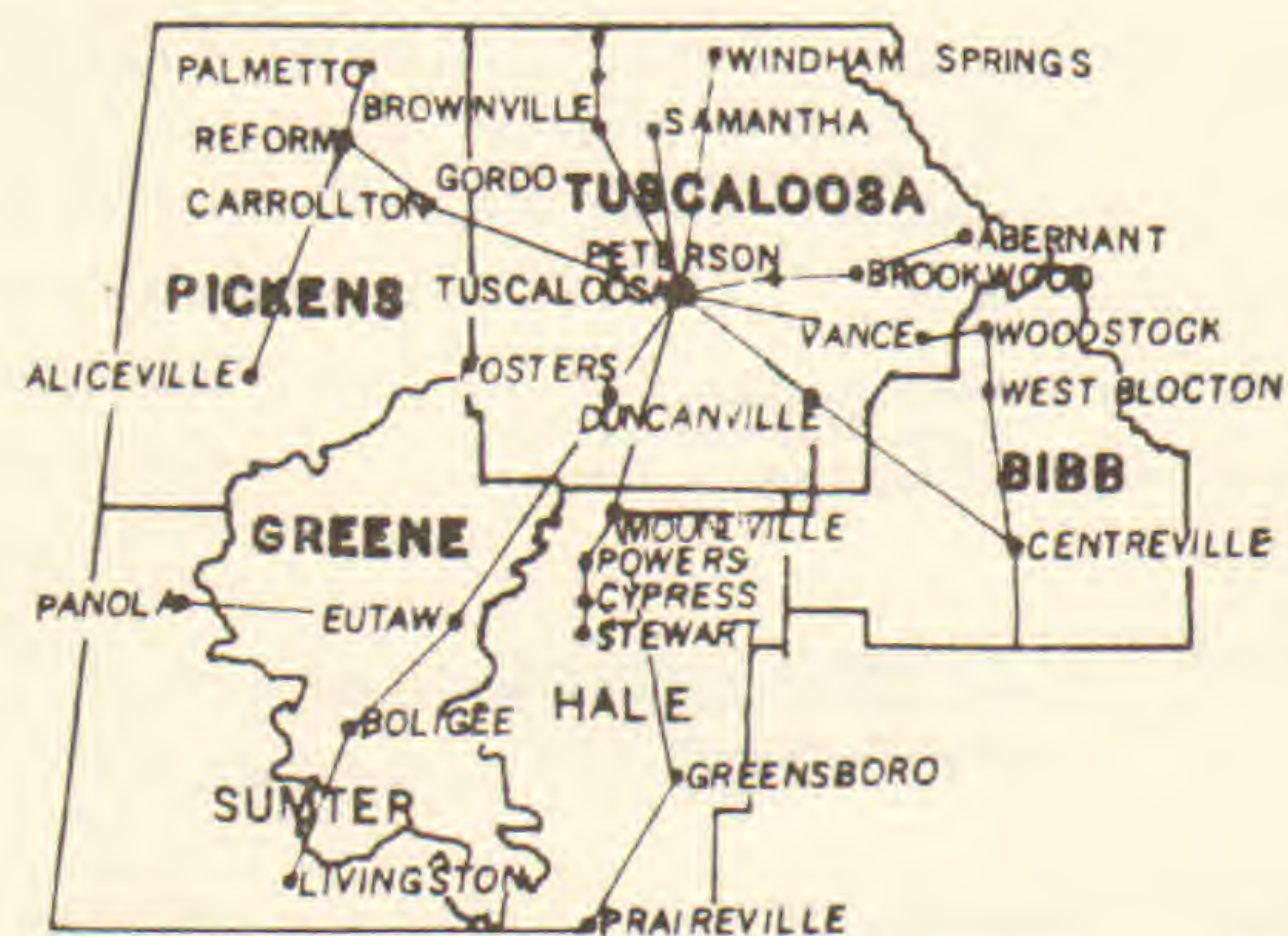
Administrative Affairs and General Matters
Concerning the College The President
Admissions, Information for
Prospective Students The Registrar
Instructional Matters Dean of Instruction
Financial Matters The Business Manager
Student Matters Coordinator of Student Affairs
Veteran Affairs The Registrar

C. A. Fredd State Technical College
3401 - 32nd Avenue
Tuscaloosa, AL 35401
Telephone 752-9738

**LOCATION OF C. A. FREDD STATE TECHNICAL
COLLEGE IN TUSCALOOSA, ALABAMA**



**AREA SERVED BY
C. A. FREDD STATE TECHNICAL
COLLEGE
SCHOOL BUS ROUTES**



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Superintendent Wayne Teague
Executive Officer and Secretary

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Earl S. Daniel	Assistant State Director
Stewart Sasser	Coordinator
Gary Utz	Coordinator

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GENERAL CATALOG

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Opp, Alabama

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Tuscumbia, Alabama

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Florence, Alabama

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Montgomery, Alabama 36104

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Tuscaloosa, Alabama 35401

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Tuscaloosa, Alabama 35401

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Radio and TV Serviceman
318 Greensboro Avenue
Eutaw, Alabama 35462

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Bank of Moundville
Moundville, Alabama 35474

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2931 - 15th Street
Tuscaloosa, Alabama 35401

Dr. Henry W. Savery
1010 - 32nd Avenue
Tuscaloosa, Alabama 35401

Mr. J. Paul Singleton, President
Central Foundry Company
Post Office Box 88
Holt, Alabama 35401

Mr. James E. Spiller, Jr.
2215 - 7th Street
Tuscaloosa, Alabama 35401
Mr. Robert Thompson, Manager

Mr. Robert Thompson, Manager
Ace Barber Shop
1624 - 43rd Avenue
Tuscaloosa, Alabama 35401

Mr. J. B. Wier
Supervisor of Instruction
Pickens County Board of Education
Post Office Box 1
Carrollton, Alabama 35447

Mr. Kenneth T. Tucker
Personnel Manager
B. F. Goodrich Tire Company
Post Office Box 1010
Tuscaloosa, Alabama 35401

GREETINGS FROM THE PRESIDENT



The faculty and staff of C. A. Fredd State Technical College welcome students who reside in Bibb, Hale, Greene, Pickens, Northern Sumter, and Tuscaloosa counties. Our foremost challenge here is to maximize the potentialities of our students.

This Institution serves youth sixteen (16) years of age and older in vocational skills that will enable them to perform and make progress in the occupation of their choice.

The administrative staff and faculty join me in welcoming and encouraging you to visit our institution and discuss your practical educational needs.

I. W. Mitchell, President

Norman C. Cephus
Dean of Instruction



Ronnie Rose
Business Manager

Horace B. Whitfield
Coordinator of Student Affairs



Mrs. Louise B. Lewis
Accountant

Below



Above

Mrs. Eliza B. Smith
Cashier



Mrs. Ruby N. Bennett
Secretary



Mrs. Shirley B. Spencer
Registrar



MAINTENANCE STAFF



Mr. Andrew Rodgers
Transportation Supervisor

Mr. David McCafferty
Mechanic

Mr. Jessie Mays
Superintendent
of
Building and Grounds



CAFETERIA STAFF

Mrs. Emma White, Mrs. Mahaley Gordon
Mrs. Ethel Clark



ADMINISTRATIVE STAFF

I. W. Mitchell
N. C. Cephus
Ronnie Rose
Horace B. Whitfield
Louise B. Lewis
Shirley B. Spencer
Eliza B. Smith
Ruby N. Bennett

President
Dean of Instruction
Business Manager
Coordinator
Accountant
Registrar
Cashier
Secretary

FACULTY MEMBERS

Black, Jerry L.
Blackman, Jr., James
Craig, George T.
Fredd, Jr. C. A.
Gaines, S. N. A.
Gibson, Sadie W.
Graves, Rebecca (evening)
Gray, Willie Marie
Gregory, Steve
Lewis, Mina L. (evening)
Martin, Robert T.
Morrow, Johnny L.
Morrow, Union B.
Pendley, Patsy
Rodgers, William L.
Rodgers, George E.
Ware, Annie J. (evening)
Wells, Mary (evening)
Wilder, Samuel J.
Wilson, Albert B. (evening)

Auto Body and Fender Repair
Barbering
Industrial Sewing Machine Mechanics
Electricity
Radio and Television Repair
Stenography
Stenography
Stenography
Related English
Brickmasonry
Plumbing and Pipefitting
Small Engines
Brickmasonry
Commercial Sewing and Tailoring
Related Mathematics
Upholstery
Commercial Sewing and Tailoring
Stenography
Carpentry
Electricity

MAINTENANCE STAFF

Mays, Jessie
Gordon, Mahaley
Short, Nathaniel
Lilly, Willie
Morrow, Samuel
Lyles, Rufus (part-time)

Supt. of Buildings and Grounds
Custodial
Maintenance
Security
Security
Security

CAFETERIA STAFF

Rev. Jimmy Henderson
White, Emma
Clark, Elna

Manager
Cook
Cook

TRANSPORTATION

Rogers, Andrew
McCafferty

Supervisor and Mechanic
Mechanic

SCHOOL CALENDAR

C. A. Fredd State Technical College operates on a twelve-month schedule. School is in session 220 days. Holidays are scheduled to coincide with the school systems of Tuscaloosa. DAYS NOT IN SESSION:

1. Two days for Thanksgiving
2. Two weeks for Christmas Holidays
3. One week for Spring Break to coincide with AEA
4. Two weeks summer vacation
5. One day for Independence Day
6. One week in August for Professional Development
7. One day for Labor Day
8. One day for Veterans Day
9. Four days for inservice training

HISTORY OF C. A. FREDD STATE TECHNICAL COLLEGE

C. A. Fredd State Technical College is a creation of Alabama Legislature, Act Number 93, approved May 3, 1963. The forty-acre construction site was donated to the Alabama Trade School and Junior College Authority by the City and County of Tuscaloosa. The City of Tuscaloosa also made provisions for sewage, water, and electrical service.

C. A. Fredd, Sr. was appointed by the Alabama State Board of Education as the first director of the school and served in this capacity until his retirement, March 31, 1976. He is succeeded by Irvan W. Mitchell.

The architect was Mr. Charles F. Minch and the construction contract was awarded to Renfroe Construction Company of Fayette,

Alabama, in the amount of \$501,333.12. Construction began January 11, 1965, and classes began October 4, 1965.

The first courses offered were: Auto Body and Fender, Auto Mechanics, Business Education (now changed to Stenography), Cosmetology, Radio and Television Repair, and Air Conditioning and Refrigeration. Electricity, Practical Medical Office Worker ere later added.

In 1969, by court order, Cosmetology, Practical Nursing, Auto Mechanics, and Air Conditioning and Refrigeration were transferred to Shelton State. The Medical Office Worker Course was discontinued in 1976. Our current course offerings are:

Auto Body and Fender Repair
Barbering
Brickmasonry
Carpentry
Commercial Sewing and Tailoring
Electricity
Industrial Sewing Machine Mechanics
Plumbing and Pipefitting
Radio and Television Repair
Small Engine Repair
Stenography
Upholstery

By authorization of the Trade School and Junior College Authority, an additional \$283,000 was allotted for construction of a cafetorium and two additional wings to the administration building. Construction began on October 1, 1967, by O. S. Markham Construction Company and was completed June 1, 1968. These wings housed Stenography, Commercial Sewing, and additional office space. The original Cosmetology Shop was renovated to accommodate the increased enrollment and a second instructor in Barbering. The Bus Shop was built by James A. Thompson Construction Company in 1976. A paint booth was also added to the Auto Body and Fender Shop in 1977.

The name of the school was changed from Tuscaloosa State Trade School by a Resolution adopted by the State Board of Education in 1974. The Resolution also authorized the granting of the Associate in Applied Technology Degree in Residential Electricity. In 1976 the school was renamed to C. A. Fredd State Technical College in honor of its first president.

C. A. Fredd State Technical College serves the following counties: Bibb, Greene, Hale, Pickens, North Sumter, and Tuscaloosa.

Free bus transportation on approved routes is provided for students attending our school with the exception of those living within the city limits of Tuscaloosa.

In 1973, the school was awarded its accreditation by the Southern Association of Colleges and Schools.

PHILOSOPHY AND PURPOSE

The C. A. Fredd State Technical College is an organized State Vocational Technical College designed to train high school graduates and others who are sixteen (16) years of age and older in Bibb, Green, Hale, Pickens, Tuscaloosa, and the northern part of Sumter counties for employment in vocational and industrial pursuits.

We believe that students should be taught skills, theory, work habits, and to use tools and equipment that are a replica of those of industry. We further believe that in order to be effective, a program must keep pace with changes in training needs of its people and its local employment requirements.

The administration and staff of C. A. Fredd State Technical College recognize the fact that all individuals have worth regardless of personal circumstances or personal qualities, and they must be respected as human beings. The quality of service to that person must not vary because of who he or she is; moreover, each individual's optimum growth and development must be provided for.

Realizing the basic rights of every student to develop salable skills and knowledge corresponding with the crucial manpower needs of industry, the C. A. Fredd State Technical College is dedicated to provide educational opportunities to meet these needs.

ENTRANCE REQUIREMENTS

I. Eligibility for enrollment

A. Admission standards and policies of this institution are free of discrimination on the grounds of race, color, sex, or national origin.

B. High school diploma or its equivalent; however, non-graduates may enroll in most of the courses offered as special students.

C. Non-high school graduates must be out of school at least nine months. If the applicant has not been out of school for this period of time, he must be 16 years of age and have a letter of approval from his parent or guardian.

D. C. A. Fredd State Technical College shall not exclude any student from participation in, or deny him the benefits of, or subject him to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, or ethnic group.

II. Procedures

A. A student eligible to enroll must receive from the coordinator's office an application for admission.

B. Application for admission must be properly filled out and returned. Each section and each item of the section listed on the form is significant to qualification for enrollment.

C. A college or high school graduate, or college or high school student, must submit a transcript of credits earned.

D. When the above forms are received, properly completed, they will be processed and approved, or disapproved, and the applicant will be notified accordingly.

SCHOLASTIC REQUIREMENTS

To remain at this institution, a student must maintain satisfactory progress as determined by the instructor. The criteria for determining grades are daily work, periodic examinations, initiative, and neatness of work. The letter grades are used in reporting as follows:

- A Excellent (90 - 100)
- B Good (80 - 89)
- C Average (70 - 79)
- D Poor (60 - 69)
- F Failure (below 60)
- W Withdrawal
- I Incomplete

Grades are reported each quarter. Students who are doing unsatisfactory work are warned. Students who have incomplete work at the end of the quarter must complete the work the first six weeks of the next quarter or receive a failing grade.

Satisfactory grades are A, B, and C. Although D is passing, it is not considered as satisfactory work. Students must hold a C average to graduate. An F denotes failure and unsatisfactory work. Withdrawal is shown by the letter W and I indicates incomplete.

Examinations consists of regular, special, and unit examinations. To complete the requirements for graduation, students must take all examinations required.

ATTENDANCE POLICY

A student must attend regularly and make good progress in order to satisfactorily complete a program. A record of excessive absences is tantamount to unsatisfactory progress. Absences whether excused or unexcused will affect student's progress and may result in failure. Absences should be rare and may be permitted only under the most compelling circumstances.

1. Absences may not exceed 20 days per year for any and all reasons.
2. Excused absences may be allowed for:
 - (a) personal illness
 - (b) serious illness or death in the immediate family
 - (c) such conditions as the institution may consider as dangerous to the health, welfare, or life of the student
3. A student who is dropped due to the reasons stated above or other reasons beyond his control may reenroll upon presenting proper documentation from a doctor or other reliable person designated by the president or dean of instruction.
4. All excused absences must be approved by the president or dean of instruction.
5. A student will not be allowed to exceed five absences per quarter for any reason. Of these five absences, only three can be unexcused.
6. A student who is dropped for unsatisfactory attendance may reenroll within ten days, at mid-quarter, or at the beginning of the next quarter, provided there is space available in the class. The student must assure the school in writing that the circumstances causing the excessive absences have been corrected and that now he/she can and will attend all classes regularly.
7. Three tardies will count as an absence. Three excused tardies will count as an excused absence. Three unexcused tardies will count as an excused absence.

8. A student is tardy when he/she
 - (a) is more than 5 minutes late for a scheduled class
 - (b) leaves the class early or before instructor officially dismisses class
9. Excused tardies are those tardies which are excused by the president or dean of instruction of the school.

EXAMINATIONS

Examinations consist of regular, special, and unit examinations. To complete the requirements for graduation, students must take all examinations required.

GRADUATION REQUIREMENTS

Satisfactory completion of the contents of a full course of training entitles a student to a diploma signed by the Governor, State Superintendent of Education, the State Supervisor of State Technical Institutes and Colleges, and the College President.

A student who does not satisfactorily complete a full program will not receive a diploma but will be given a certificate for the units that he/she has satisfactorily completed.

CONDUCT

It is assumed that students enrolling are mature and have a desire for constructive learning and are attending the school with that purpose in mind. The school is operated to help each student develop talents in a trade that will enable the student to earn a living.

The basis of the rules and standards governing the conduct and behavior of students is a concern for the opportunity of each student's to make effective use of the opportunity for an education and to provide that no student by his conduct and situation will interfere with the right of other students for the opportunity to obtain an education in a peaceful and orderly environment.

GENERAL POLICIES

1. Students who drive to school are expected to observe the 15 miles per hour speed limit on school property.
2. Students must observe all safety rules forth by the school.

3. Students must clear the school building by 3 o'clock unless they are under the supervision of an instructor or someone in authority.
4. Students are expected to observe class rules and give due respect to teachers and the administration.
5. Any student who is found guilty of destroying school property will be subject to disciplinary action.
6. Each student is expected to exhibit high moral and scholastic standards, to be courteous, cooperative, reliable loyal, and law-abiding.
7. Students are required to dress properly for the department in which they are enrolled. Students will not be permitted on the campus with inappropriate dress or appearance. Hats, caps, nor any head covering may not be worn in theory classrooms or any part of the administration building.
8. Each student is held responsible for information published through notices and announcements posted on bulletin boards.
9. Under no condition will alcoholic beverages or liquors be permitted in or on school property. No one under the influence of alcohol or narcotics will be allowed on the campus. Violators will be liable to expulsion.
10. Students who engage in such acts as stealing, gambling, using profane language, personal combat, immoral relationships, and possessing firearms and dangerous weapons make themselves liable to disciplinary action and dismissal.
11. Cleanliness and neatness are important phases of training and should be practiced daily. Students are requested to keep clean those areas where smoking and eating are allowed. The classrooms and labs may not be used for these purposes.
12. Permission to leave campus while classes are in session must be secured from the Dean of Instruction with appropriate documentation.
13. Each student is expected to purchase the required books and tools for his classes promptly.

14. Students are asked to please use the cafeteria for break periods. Congregations in hallway and lobby of administration building are discouraged.
15. Personal belongings are not allowed to be stored on campus without written permission from the administrative office.
16. No soliciting or selling of any kind will be permitted on campus, without permission from the administration.
17. No advertisements will be placed on the bulletin boards without permission from the office.
18. All students must be cleared financially through the Business Office before graduating. Transcripts will not be released for students with unpaid accounts.

TUITION

Tuition is paid on the date of registration for each quarter, with a deadline for final payment the fifteenth school day of the quarter. A late fee will be charged at the rate of \$1.00 the first day and .25 per day thereafter until tuition has been paid.

Tuition charges for regular full time classes as established by the State Board of Education are:

Fulltime Student - \$75.00 per quarter
 Halftime Student - \$50.00 per quarter

STUDENT TRANSFERS

Recommended policy for State Technical Colleges or institutes in determining credit to be allowed students who transfer from school to school in the same program and in granting Associate Degree and/or Diplomas and Certificates.

DATA NEEDED IN EVALUATING PREVIOUS TRAINING TO DETERMINE CREDIT FOR PREVIOUS EDUCATION:

1. Personal data; name, age, education, dates attended school, status, etc.

2. Record of progress showing amount of training and a breakdown of the job performance completed, showing grades on both practical and theory, giving also the number of hours devoted to each phase of training so that it can be compared with the program the student will enter.

CREDIT TO BE ALLOWED WHEN STUDENT TRANSFERS FROM ONE STATE TECHNICAL COLLEGE TO ANOTHER IN THE SAME PROGRAM:

Full credit should be granted, hour-for-hour, for training in the same program; if differences exist in the programs of the two state schools where exact hour-for-hour credit transfer is not possible, a reasonable proration of the credit should be given.

CREDIT TO BE ALLOWED FOR A STUDENT TRANSFERRING FROM A VOCATIONAL EDUCATION PROGRAM IN HIGH SCHOOL TO THE SAME PROGRAM IN A STATE TECHNICAL INSTITUTE:

Where completed detailed records are available from the high school to show time the student spent in each job or phase of training, showing laboratory performance, as well as related study grades, full credit may be allowed for the portion of the program completed that duplicates the program he will enter. Before full credit is given, it should be ascertained that the student's time spent in laboratory training is at least equal to that of the state technical college program.

Where reasonable doubt exists that full credit should be given, tests are recommended to determine the student's knowledge. It may be desirable to postpone final determination of credit allowed until the student has had ample opportunity to demonstrate his ability and level of accomplishment in questionable areas.

Live-Work Permits:

A student may get work done in any shop provided he meets all requirements as set up in the central office. The cost must be paid in advance.

Job Placement and Follow-Up:

The administration staff and faculty share the responsibilities of job placement and follow-up of graduates and non-graduates. All individuals involved concern themselves with the placement of each student on a job that is meaningful and, if possible, related to the area in which he was trained. A follow-up of each graduate and non-graduate is kept as accurately as possible, showing place of employment, position held, salary, and other pertinent information related to his field.

AUTO BODY AND FENDER REPAIR

24 Months

The demands for skilled craftsmen in the auto body and fender industry are the greatest ever and will be more and more in the future. In addition, it has become necessary for the auto body and fender repairman to have his skills before employment. Therefore, all craftsmen of the future are dependent upon the existence of some nature of school to give them the background, and practice necessary to develop salable skills.



With the theory, practice, and correction in these areas over a two-year period the craftsman is then ready to seek and gain employment in the automotive industry.

In our program in Auto Body and Fender Repair at C. A. Fredd State Technical College, we offer instruction which will enable the craftsman to repair and service damaged bodies and body parts of automobiles and trucks and to examine the damage report forms. The craftsman is familiarized with the techniques involved in the removal and replacement of interior and exterior trim, glass, electrical wiring, body parts, and chassis. He is taught the fundamentals necessary for metal work and is practiced to the point that he can affect repairs to the metal, including welding. Since plastic fillers have been introduced into the field, we have included plastic fillers and their usage in the course of study. The prospective craftsman is also taught all steps of refinishing, sanding, masking, treating, spraying, etc. We then give the student the information and practice needed in order for him to make repairs to the frame and chassis.

GENERAL OUTLINE

General Information
Selection and Care of Equipment
Welding Metal and Metal Work
Repairing and Servicing Body Parts
Refinishing and Painting

BARBERING

12 Months

The Barbering Course is designed to train and develop competent and efficient barbers for employment in the barbering profession. Man today is becoming more aware of good grooming as it relates to the proper trimming and styling of his hair.

The job of the barber is to trim the beard; cut, trim and style the hair; and give hair and facial treatments and massages.

This course at C. A. Fredd State Technical College is set up for students who are 16 year of age or older, and who have a high school diploma or a GED Certificate. The course is scheduled for six hours of instruction per day, five days a week for a period of one year.

Employment opportunities are unlimited for the efficient and competent barber.



GENERAL OUTLINE

Orientation
Learning to Use & Identify
Barbering Implements
Related Science
Hair Cutting
Shampooing

Scalp Treatments
Shaving
Business Practices
Getting a Job

BRICK MASONRY

3 1/2 18 Months

The Brick Masonry course covers all basic phases of the trade. It consists of laying building materials such as bricks, concrete cinder blocks, terra cotta blocks, and structural clay tile.

Each student will learn the reading of blue prints, trade drawings, and mathematics. he will also learn to estimate, layout, and figure masonry.

This course endeavors to give students knowledge and skills that will enable them to become efficient workers in the masonry trade.



GENERAL OUTLINE

- Orientation
- Masonry Materials
- Trade Drawing and Blueprint Reading
- Foundation and Footing
- Shop Practices
- Chimney and Fireplace Construction
- Miscellaneous

CARPENTRY

18 Months

The Carpentry Course is designed to train and develop competent and efficient carpenters in all phases of light construction. It consists of Blue Print Reading, Site layout foundations, framing, sheathing, roofing, etc. Special interest is placed on the use of Modern Materials and prefabricated components, and the construction of stairs and cabinet work.



GENERAL OUTLINE

- Orientation
- Use & Care of tools
- Safety in the shop
- Blue Print Reading
- Foundations Layout
- Wall framing
- Sheathing
- Roofs
- Miscellaneous

COMMERCIAL SEWING AND TAILORING

18 Months

Commercial Sewing and Tailoring is an 18-month course designed to teach the student the art and science of making men's and women's outer garments.

In accordance with the needs of the sewing industry, this course places emphasis in meeting the ever-changing styles in clothing, manipulation of fabrics, and skilled techniques.

Each student is instructed in all phases of garment construction such as tailoring, remodeling, altering, and drapery making. The art of selecting patterns to flatter the figure types and to make certain adjustments according to individual need is emphasized in turning out a professional garment.

Upon completion of this course, each student will have the versatility to function in the fashion industry, capable of profitable employment in its various areas.



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GENERAL OUTLINE

Orientation
Tools and Equipment
Trade and Technology
General Handstitches
Machine Operators
Seams and Seam Finishes
Pocket Construction
Measurements
Patterns

INDUSTRIAL SEWING MACHINE MECHANICS

15 Months

Industrial Sewing Machine Mechanic is a program that provides both basic and advance technology in the repairing of Industrial Sewing Machines and Mechanical Accessories such as:



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Cloth Cutting Machines
 Spreading Machines
 Cloth Fusing Machines
 Die Cutting Machines
 Thread Trimming Machines
 Solar Machines
 Pneumatic Accessories
 Seam Equipment
 Electrical Components

This course is designed to train those that would like to enter machine maintenance in the needle trade, whether it be in industry or a neighborhood repair shop.

GENERAL OUTLINE

Thread, Cloth and Needle Types
 Federal Basic Stitches and Seams
 Tools and their use
 ARC Acetylene Welding and Soldering
 Basic Electricity
 Making Folders and Jigs

Installing and maintaining Pneumatic, Fluidic, and Seam equipment

PLUMBING AND PIPEFITTING

18 Months

Plumbers and pipefitters are craftsmen who install, repair and maintain plumbing systems. This occupation is one of the most highly skilled of the building trades. It includes erection of new structures, and the alteration and modernization of existing structures.



GENERAL OUTLINE

Orientation
 Use of Tools
 Safety
 Blue Print Reading
 Theory of Plumbing
 How to Install
 Maintenance Plumbing
 Piping Systems

RADIO AND TELEVISION REPAIR

24 Months

Radio and Television is a 24-month course designed to provide a thorough and practical background in the basic principles of radio and Television technology. This course provides students with an understanding of the concepts and circuits of technical receivers. It

prepares students to work as maintenance and engineering assistants in proper and related fields.



GENERAL OUTLINE

Related Science
 The use of Alternating Current and
 Measuring Devices
 Vacuum Tubes and Power Supplies
 Use of Direct Current & Measuring
 Devices
 Audio Amplification, R-F Detection
 and Signal Generation
 Semi-Conductor Analysis
 The Television System
 Deflection and High Voltage Circuits
 Sync Circuits
 Video and IF-Amplifiers
 Sound Section and Power Supply
 Testing Equipment
 Trouble-shooting and Alignment

Color Television
 AM Recivers, Antennas, Transistors
 and Printed Circuits

RESIDENTIAL ELECTRICAL TECHNOLOGY ASSOCIATE DEGREE IN APPLIED TECHNOLOGY

15 Months

The electrical trade is one of the basic trades in the construction industry. It is a trade in which an individual's ability and skill may be recognized and developed. The trade is divided into the following fields: Electrical installation in new buildings; rewiring of old buildings; electrical maintenance and repair; appliance repair; troubleshooting on electrical equipment and installation. These phases of work may be found in both the power and electronics fields. In cases, work involved is so closely related to the technical and theoretical concepts of electricity, that only a trained person can do the job. This is especially true in the field of electronics.



Today more and more electronic equipment is being used, and it has become the duty of the electrician to install and maintain this equipment. It, therefore, becomes necessary for the electrical apprentice to acquaint himself with the related technical information as well as the skills of the trade.

GENERAL OUTLINE

Applying Ohm's Law Estimating and Electrical Specifications
 Performing Basic Wiring Techniques Basic Electrical Principles
 Wiring Circuits Electrical Maintenance
 Wiring for Lights and Outlets National Electrical Code
 Reading Blueprints

RELATED COMMUNICATIONS

The purpose of the Related Communications Department at C. A. Fredd State Technical College is to give students a basic knowledge of mechanics, comprehension, vocabulary and spelling and to relate them to his vocation. These four areas are dealt with in varying degrees, depending upon the need of the students and their chosen



field of study. This class is offered to only those who need this instruction. The criterion which determines whether or not a student needs this instruction is the California Achievement Test, or at the occupational instructor's request, a student is asked to report to the class. Other areas of concentration are preparing students to apply for jobs, assisting them in writing business letters, preparing them for job interviews and familiarizing them with filling out job application forms.

GENERAL OUTLINE

Mechanics	Business Letters
Reading Comprehension	Personal Data Sheet
Spelling	or Resume
Vocabulary	Job Application
Related Terms in	Impromptu Speaking
Particular Field	Research Report

RELATED MATHEMATICS

The Related Mathematics Department at C. A. Fredd State Technical College is flexible enough to offer a program to meet the minimum needs of students who have a low level of mathematical comprehension and need experience in the basic fundamentals.



A curriculum is designed according to the recommendations of the shop instructors for those students who need mathematical experiences beyond the minimum requirements.

Students who enroll in these courses have varied backgrounds in mathematics and for this reason, emphasis is placed on individual needs and abilities.

GENERAL OUTLINE

Whole Numbers
Common Fractions
Decimal Fractions and Aliquot Parts
Measurements and Selected Business Topics
Equations and Formulas
Constructions in Shop Projects

SMALL ENGINES REPAIR

15 Months

Small Engines Repair is a course designed to teach the student the basic fundamentals in the following areas of engines where applicable:



1. Lubrication
2. Two-cycle and four-cycle engines
3. Engine overhaul and tune-ups
4. Fuel systems and carburetors
5. Minor and major tune-ups
6. Trouble shooting procedures
7. Steering and suspension

The student learns to use special testing equipment in diagnosing malfunctions of small engines such as lawn mowers, small tractors, mini bikes, chain saws, outboard motors, etc. He becomes skilled in using common tools such as wrenches and other hand tools as well as special tools designed for working with hard-to-remove parts.

STENOGRAPHY

12 Months

Stenography offers the student an opportunity to develop those skills, abilities, and understandings that will enable him to enter, perform, and progress in a position in the modern business office. It also provides him with the occupational intelligence that will enable him to fit into and find job satisfaction in the labor force of our complex and dynamic economy.



The stenographer performs a variety of clerical duties, such as taking and transcribing dictation, processing mail, filing, receiving callers, screening telephone callers, etc.



The hours of instruction in shorthand have been increased in order that the students may improve their shorthand and transcription rates. In addition to skill courses, students are required to take related English, business mathematics, business law, and business principles and economics.

GENERAL OUTLINE

Typewriting I

Shorthand I

Business English and Spelling

Business Mathematics

Typewriting II

Shorthand II

Bookkeeping

Business Law

Filing

Office Machines

Office Practice

Automated Office Practice



UPHOLSTERY

24 Months

No home is complete without some type of upholstered furniture. Furniture upholstery involves a mastery of techniques on a wide variety of pieces ranging from elaborate settees and upholstered chairs to recreation room furniture and inexpensive dinette sets. Upholstered furniture is covered with leather, brocade, velveteen, rayon, cotton, wool, fabric blends, and plastics. Some pieces are tufted or piped, others plain; some have braiding or welts around the sides, and others are trimmed with bright upholstery tacks.

Whatever the type of covering, style, or decoration, all upholstered furniture is the handwork of a group of skilled craftsmen known as upholsterers.

Upholstery is not only confined to furniture for the home, but also includes the interior of automobiles.



GENERAL OUTLINE

Orientation
Covering Dinette Chairs,
Occasional Chairs and
Platform Rockers
Refinishing Furniture
Stuffing and Padding
Upholstering of sofas
and chairs

Paneling and Trimming
Framing Preparation
Foundation and Body
Work
Specialization Draping
Car Seat Covering

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